

Checklist for Non-Contested Divorce - Dane County

- Obtain a “Joint Petition for Divorce” and a “Confidential Petition Addendum” (forms available at Dane County Law Library (DCLL), Rm L1007, Dane County Courthouse or online at <https://courts.countyofdane.com/Resources/Forms/family-forms>. DO NOT write Social Security numbers on the Summons & Petition. Social Security numbers must be placed on the Confidential Petition Addendum form.
- Optional** - If a temporary order is necessary, obtain “Stipulation for Temporary Order” and “Temporary Order” forms.
- File the **original and two photocopies** of the Joint Petition for Divorce and Confidential Petition Addendum and pay the filing fee in the Clerk of Courts (COC) Office, Rm 1000, of the Dane County Courthouse.
Optional - If both parties are indigent (cannot pay the fee), **both** parties must apply for a “Petition for Waiver of Filing and Service Fees” in Room 1000 (form available at DCLL, CCC, COC or online). **If you ask for a waiver, do so before paying any fees, not after.**
- If your case involves minor children, complete an “Application for Child Support Services” (form available at DCLL, CCC, or online). This form should be completed even if child support is not being requested. The completed application should be submitted to the CCC in Room 2000 of the Dane County Courthouse.
- Complete a jointly-signed “Marital Settlement Agreement” with your spouse, and file a copy with the CCC. Each party should retain a photocopy, with one person also retaining the original. If parties are unable to come to a full agreement, each party should complete their own Marital Settlement Agreement form and mark the “Proposed by One Party” boxes on the form. File a copy with the CCC, serve a copy on the other party by mail, and retain the original for your records.
- Optional** - File a “Request for Status Conference” in the CCC to have a pretrial hearing before a court commissioner if there is not a total agreement on all divorce issues **after you have tried to settle the issue**. You must serve a copy on the other party by mail.
- Each party must complete and file a Financial Disclosure Statement with the CCC (form available from LRC or online). You must provide the other party a copy of your Financial Disclosure Statement. Retain the original for your records.

YOU CANNOT GET A FINAL HEARING DATE UNTIL ALL ABOVE ITEMS ARE COMPLETED

After these steps are completed, the CCC will complete a “Case Status Memo” form or schedule the final hearing. The court will send you notice of the hearing date. After you receive the Notice of Hearing for your final divorce hearing:

- Prepare the “Findings of Fact, Conclusions of Law and Judgment” (FFCLJ) form (form available at DCLL or online), and submit it to the court for signature at your hearing, or at least 5 days prior to your hearing if it is being conducted remotely. A photocopy of your completed, filed Marital Settlement Agreement should be attached to the FFCLJ.
- Prepare the “Divorce/Annulment Worksheet” (Vital Statistics form). Submit this to the Judge’s Clerk or the Court Commissioner at your final hearing, or at least 5 days prior to your hearing if it is being conducted remotely. NOTE: This form is not needed on legal separation cases. This form is available at the Dane County Courthouse (DCLL, CCC, COC) and online.
- If not previously submitted, bring the original and a copy of your completed Financial Disclosure Statement and Proof of Service of the Order for Appearance (if applicable) to the hearing.
- Attend the divorce hearing. Be prepared to present your case.

Dane County Law Library (DCLL): Rm L1007, 266-6316
Court Commissioner Center (CCC): Rm 2000
Clerk of Courts (COC): Rm 1000, 266-4311

Dane County Courthouse
215 S Hamilton Street
Madison, WI 53703

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